Logging in for the First Time – Third-Party Administrator (TPA)

What will I do if I am already a Transmitter on WOW and have clients attached to my WOW account?

Please submit Authorization forms to us for each of the employers you would like to move from WOW to *UI eServices for Employers*. The requirements can be found here http://uid.dli.mt.gov/tax/eservice/help.asp and click on the links under eServices Access.

Using the instructions for "How do I log into *UI eServices for Employers* for the first time…?", please set up your TPA *UI eServices for Employers* account. Once this has been completed, please contact us at UIeServices@mt.gov or (406) 444-6963, letting us know that a web logon has been established. Once we know the logon has been established, we can link the employers with authorization forms to your account and will notify you when this is completed.

If you have multiple locations or multiple employees that need to have access to *UI eServices for Employers*, please have each location/employee establish a web logon using the instructions to log in as a TPA for the first time. When you notify us this has been completed, please include the Preferred eServices Name along with the business name(s) of the employers you need added to each web logons. If each web logon needs access to all the employers that have authorization forms, include the web logon names only, a list of each employer isn't needed. Once we know the logons have been established, we can link the employers with authorization forms to the correct web logons and will notify you when this is completed.

How do I log into *UI eServices for Employers* for the first time if I am a third-party filer (TPA) that has a Montana UI account number?

1. Go to our website UIeServices.mt.gov
2. Click "To access this site, you must first log in through ePass. Click here to log into ePass."
3. On the ePass Montana Dashboard, click the "Login with ePass Montana Login" button

***Note:** You cannot log into UI eServices for Employers using a Login with OpenID. If this is the only ePass Montana log in you have, you will need to create a new login using the "Login with ePass Montana Login" button.*

      a. If you already have an ePass Montana login, type your username and password in the Existing User box and click the "Login" button
         i. If you do not have an ePass Montana login, click the "Create an Account" button in the New User box
         ii. Complete the account setup process
         iii. Save changes

        ***Note:** As soon as the ePass Montana account has been created, you will be redirected to the Welcome to the ePass Montana Dashboard.*

4. Find *UI eServices for Employers* using the Add a Service list or add it to Your Services
      a. To add to Your Services, click "Edit"
      b. Click the plus sign next to *UI eServices for Employers*

    c. Click the "Done" button

    Note: *This will place UI eServices for Employers in your Favorites list so you don't have to always search for it in the Add a Service list.*

5. Click *UI eServices for Employers* in the list

ePass Montana is not a system supported by the Department of Labor and Industry; it is a service offered by the State of Montana.

Employees of the Department of Labor and Industry CANNOT reset your ePass Montana passwords or user names.

If you have any problems setting up or logging into your ePass Montana account, contact ePass Montana Customer Service by calling (406) 449-3468 or email them at epass@egovmt.com

6. Click the "New eService User: Click here to signup for online access" link
7. Click the radio button next to "Employer/Employer Representative"
8. Type Login Information
    a. ePass Username will populate automatically from the username registered with ePass Montana
    b. Type a Preferred eServices Name
    c. Type a Preferred eServices Email address
    d. Type a Contact Phone Number
    e. Choose a Secret Answer using the drop down box
    f. Type the answer to the Secret Answer
    g. Type the answer to the Secret Answer again
9. Click Step 1 of 2 "Next" button
10. Complete Employer Enrollment Type
    a. Use the drop-down box to choose if you are a new employer
    b. Type FEIN of your business
    c. Type Mailing Address Zip code
        i. If you have multiple locations, use the zip code of the main business registered with UI
    d. Click the radio button next to the correct Business Role
11. Complete UI Account Access
    a. Using the drop down box, choose the Employer class of your business
    b. Type in the UI Total Tax Rate
        i. This will be the sum of the UI rate and AFT rate
    c. Click the "Yes" radio button if a UI-5 has been filed for your business
        i. Type in the total gross wages paid in the last liable quarter
            1) This must include dollars and cents
            2) If a zero amount was reported as gross wages, please click the "Zero Reported" check box

ii. Choose an additional question to be answered
1) What were the total taxable wages paid in the last liable quarter
a) Type in the dollars and cents of the taxable wages paid in the last liable quarter
b) If a zero amount was reported as taxable wages for the last liable quarter, click the "Zero Reported" check box
2) What was the amount of your business' last payment
a) **This question can only be chosen if a payment was made after February 25, 2014**
b) Type in dollars and cents
d. Click the "No" radio button if the UI-5 has not been filed for the business
i. Nothing else is required to be entered
e. Click "Submit"

Note: An email will be sent to the preferred email account you entered into the Preferred eServices Email Account field, letting you know you can log into eServices using your Secret answer.

12. Type your Secret Answer into the area provided
13. Click the "Logon" button.

Note: These steps only have to be done the first time you log into UI eServices for Employers. Every time after this, you'll log in using your Secret Answer.

You will be able to add clients to your TPA account once you have established an eServices account and logged in. Please see "Adding Employers to a TPA account" for information on how to attach clients to your account.

How do I log into *UI eServices for Employers* for the first time if I am a third-party filer (TPA) that DOES NOT have a Montana UI account number?

1. Go to our website UIeServices.mt.gov
2. Click "To access this site, you must first log in through ePass. Click here to log into ePass."
3. On the ePass Montana Dashboard, click the "Login with ePass Montana Login" button

Note: You cannot log into UI eServices for Employers using a Login with OpenID. If this is the only ePass Montana log in you have, you will need to create a new login using the Login with ePass Montana Login button.

a. If you already have an ePass Montana login, type your username and password in the Existing User box and click the Login button
i. If you do not have an ePass Montana login, click the "Create an Account" button in the New User box
ii. Complete the account setup process

     iii.   Save changes

Note: As soon as the ePass Montana account has been created, you will be redirected to the Welcome to the ePass Montana Dashboard.

4. Find *UI eServices for Employers* using the Add a Service list or add it to Your Services
   a. To add to Your Services, click "Edit"
   b. Click the plus sign next to *UI eServices for Employers*
   c. Click the "Done" button

   Note: This will place UI eServices for Employers in your Favorites list so you don't have to always search for it in the Add a Service list.

5. Click *UI eServices for Employers* in the list

ePass Montana is not a system supported by the Department of Labor and Industry; it is a service offered by the State of Montana.

Employees of the Department of Labor and Industry CANNOT reset your ePass Montana passwords or user names.

If you have any problems setting up or logging into your ePass Montana account, contact ePass Montana Customer Service by calling (406) 449-3468 or email them at epass@egovmt.com

6. Click the "New eServices User: Click here to signup for online access" link
7. Click the radio button next to "Agent/Employer Representative"
8. Type Login Information
   a. ePass Username will populate automatically from the username registered with ePass Montana
   b. Type a Preferred eServices Name
   c. Type a Preferred eServices Email address
   d. Type a Contact Phone Number
   e. Choose a Secret Answer using the drop down box
   f. Type the answer to the Secret Answer
   g. Type the answer to the Secret Answer again
9. Click Step 1 of 2 "Next" button
10. Complete Agent/Employer Representative Access
    a. Use the drop-down box to choose the ID type you'd like to enroll with
       i. FEIN or SSN registered with Montana UI

*Note: If you have not registered with Montana UI as a TPA, you must do so before you can create an account on UI eServices. **This only applies to TPAs that DO NOT have a Montana UI account number.** Please contact us at UIeServices@mt.gov or call (406) 444-3834.*

    b.   Type FEIN or SSN in the ID Number field

        c.   Type the Business Name/Legal Name
                1)   This must match the TPA information registered with Montana UI
        d.   Type The Mailing Address Zip Code
               i.   If you have multiple locations, this zip code must be the main mailing address on the TPA account registered with Montana UI
        e.   Click "Submit"

Note: *An email will be sent to the preferred email account you entered into the Preferred eServices Email Account field, letting you know you can log into eServices using your Secret answer.*

11. Type your Secret Answer into the area provided
12. Click the "Logon" button

Note: *These steps only have to be done the first time you log into UI eServices for Employers. Every time after this, you'll log in using your Secret Answer.*

__You will be able to add clients to your TPA account once you have established an eServices account and logged in. Please see Adding Employers to a TPA account for information on how to attach clients to your account.__